

**CHARTER TOWNSHIP OF ELMWOOD  
REGULAR BOARD MEETING  
NOVEMBER 14, 2022  
IN THE TOWNSHIP HALL**

**Call to Order:**

Supervisor Shaw called the meeting to order at 6:00 p.m.

**Pledge of Allegiance:**

Supervisor Shaw led the Pledge of Allegiance.

**Roll Call:**

**Present:** Jeff Shaw, Connie Preston, Jim O'Rourke, Deborah Allen, Terry Lautner, Dave Darga, and Chris Mikowski

**Excused:** None

**Declaration of Conflict of Interest:**

None

**Public Comment**

Chet Janik

**Consent Calendar:**

**Department Reports:**

Treasurer

Planning/Zoning

Harbormaster

**Committee Reports:**

**Minutes:**

9-12-22

**Post Audit Invoices 9-15-22 through 9-30-22**

Trustee Darga requested that the minutes be removed from the consent calendar. MOTION BY TRUSTEE ALLEN, SECONDED BY TRUSTEE O'ROURKE TO APPROVE THE CONSENT CALENDAR MINUS THE MINUTES. The motion passed unanimously by a voice vote.

**Agenda Approval**

Requests were made to add 10j. Trustee Deb Allen resignation, 10k. Marina Financials, and 10l. Schedule Budget Work Session and Budget Public Hearing.

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE ALLEN TO APPROVE THE AGENDA AS MODIFIED BY ADDING 10j. Trustee Deb Allen Resignation, 10k. MARINA FINANCIALS, AND 10l. SCHEDULE BUDGET WORK SESSION AND BUDGET PUBLIC HEARING. The motion passed unanimously by a voice vote.

**Supervisor Remarks**

Supervisor Shaw submitted a written report and also congratulated Deb Allen on being the new Leelanau County Administrator and Jim O'Rourke as our new County Commissioner.

## **Trustee Remarks**

Trustee Allen read her resignation letter with an effective date of 11-30-22

## **Engineer's Report**

Engineer Ken Schwerdt referred the Board to the updated Brewery Creek Parking Plan. It now includes storm water basin maintenance. They will all need to be cleaned including the piping between the basins. An EGLE permit will be needed to clean the basins. Supervisor Shaw said that we can apply to the Leelanau County Brownfield who has received additional money for refurbishing blighted areas. The total estimate for the parking lot and the storm water basins is approximately \$413,000.00. There was consensus of the Board for him to finalize the design with updated costs and hopefully bid this winter. The Board will see this again before it is put out for bid.

Mr. Schwerdt reported that the Cottonwood booster station tank is fine; the pumps are oversized based on the tank size and demand. A 60-80 gpm pump would be the proper size, allowing the tank to run for one minute. Currently it is kicking on and back off in ten seconds. The same recommendation as before and by EGLE is to replace the pumps. Trustee Darga would like further investigation into the tank. He does not believe it is properly pressurized. He believes it is waterlogged and would like to look at it. Supervisor Shaw agreed to make arrangement for Mr. Darga to meet there with Mr. Divozzo from the DPW.

Mr. Schwerdt stated that Wade Trim does not recommend allowing TC Whiskey to request a permit for a very long sewer force main for one user. He also reported that Marina Phase III permit for the seawall and stormwater discharge is being worked on and should be out for approval by spring.

## **Approval of Minutes**

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE ALLEN TO APPROVE THE MINUTES OF OCTOBER 10, 2022 AS PRESENTED. The motion passed unanimously by a voice vote.

## **Other Officer Remarks**

Harbormaster Pete Moon reported that the marina closed October 31<sup>st</sup>. The gates are still open and there is still use by fisherman.

## **Communications from the Clerk**

Clerk Preston reported that Elmwood Township had an 80% voter turnout.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Zoning Map Amendment Request**

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO ADOPT ORDINANCE No. 2022-4 TO AMEND THE ELMWOOD TOWNSHIP ZONING ORDINANCE AND ACCEPT THE MAP AMENDMENT FOR PC ZO 2017-04-16 FOR PARCELS 004-260-018-00, 004-280-019-00, AND 004-028-122-00. The motion passed unanimously by a voice vote.

### **Board Preference for Appointing Trustees**

There was consensus of the Board to advertise the open Trustee positions in the Enterprise and on our website asking for a letter of interest and resume.

### **Purchase of Boat for Marina**

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE O'ROURKE TO PURCHASE THE BOSTON WHALER FROM LEELANAU COUNTY FOR \$12,000.00. The motion passed unanimously by a voice vote.

### **Park Use Request/Blue Ribbon Events**

Danielle Lynch presented a proposal to use the Cherry Bend Park to host a fine art show. Planner Sarah Clarren explained that this type of event was not permitted in the Municipal District so a zoning amendment would be required to move forward. There was consensus of the Board that they would be supportive of the Planning Commission considering an amendment to the zoning ordinance to allow this use.

### **Health Insurance Renewals**

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE ALLEN TO APPROVE OPTION A AND TO PAY \$1500.00 TO THE EMPLOYEES' HSA ACCOUNTS. The motion passed unanimously by a voice vote.

### **Review of Draft Parks and Recreation Plan**

MOTION BY TRUSTEE ALLEN, SECONDED BY TRUSTEE DARGA TO SEND THE PLAN OUT FOR PUBLIC COMMENT AND SCHEDULE A PUBLIC HEARING AT OUR JANUARY 9, 2022 MEETING. The motion passed unanimously by a voice vote. Trustee Allen thanked everyone on the committee.

### **Budget Amendment**

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO ADOPT RESOLUTION 13 OF 2022 INCLUDING THE ADDITION OF \$6000.00 TO THE ASSESSOR'S ASSISTANT WAGES AND \$500.00 TO THE ASSESSOR'S FICA. Motion passed 7-0 by a roll call vote.

### **Authorization for Discovery Pier 2% Grant Submittal**

MOTION BY TRUSTEE ALLEN, SECONDED BY CLERK PRESTON TO SUPPORT DISCOVERY PIER'S 2% TRIBAL GRANT APPLICATION IN THE AMOUNT OF \$50,000.00. The motion passed 6-1 by a voice vote with Trustee O'Rourke voting no.

### **Flyer/Hemlock Woolly Adelgid Survey in Tax Bills**

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO ALLOW THE INSECT FLYER TO BE INCLUDED WITH THE TAX BILLS. The motion passed unanimously by a voice vote.

### **Deb Allen Resignation Letter**

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO ACCEPT THE RESIGNATION OF DEB ALLEN WITH AN EFFECTIVE DATE OF 11-30-2022. The motion passed unanimously by a voice vote.

**Marina Financials**

MOTION TO ACCEPT MR. CLARREN'S OFFER TO ASSIST WITH A REVIEW OF THE MARINA FINANCIALS WITH THE SUPERVISOR. The motion passed unanimously by a voice vote.

**Schedule Budget Work Session and Budget Public Hearing**

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO SCHEDULE A BUDGET WORK SESSION ON NOVEMBER 21, 2022 AT 1:00 P.M. The motion passed unanimously by a voice vote.

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO SCHEDULE A BUDGET PUBLIC HEARING ON DECEMBER 12, 2022 AT 6:00 P.M. The motion passed unanimously by a voice vote.

**Payment of Invoices**

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO PAY THE INVOICES IN THE AMOUNT OF \$196,601.64. The motion passed unanimously by a voice vote.

**PUBLIC COMMENT**

None

**Adjournment**

Supervisor Shaw adjourned the meeting at 7:25 p.m.